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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

October 1, 2019

HRD NO.: 19-773A

MEMORANDUM

To: Acting Assistant Personnel Services Administrator, Human Resources Division

From: Personnel Specialist II, Classification and Pay Branch

Subject: **Amendment of Position**
RE: Bookmobile Driver

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to amend the current Bookmobile Driver classification specifications. The request to amend the Bookmobile Driver position is based on a memorandum dated August 22, 2019, from the Director, Guam Public Library Services (GPLS).

The Bookmobile Driver position was established in May 2006, and has not been updated since its creation. The proposed amendment request supports the overall mission of the GPLS to ensure a safe and clean environment in the Bookmobile and to provide library services to communities around the island. The proposed classification standards broaden the scope of services that will be provided by the Bookmobile Driver. Therefore, it is necessary to amend and update the "Nature or Work" and the Minimum Experience and Training requirements.

The current "Nature of Work" reads:

- Performs skilled work in the operation of a Bookmobile to and from remote locations.

We are requesting to amend the "Nature of Work" to read:

- This is moderately complex technical work involved in paraprofessional circulation duties providing library services to the general public by facilitating the delivery of library materials and information in outlying areas with no immediate facilities available.

Employees in this class perform skilled work in the operation of a Bookmobile to assigned locations.

The current "Minimum Experience and Training" reads:

- a) One year of experience in the operation of large automotive equipment and graduation with a high school diploma or equivalency.
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

We are requesting to amend the "Minimum Experience and Training" to read:

- a) One (1) year of experience in administrative or clerical work, one (1) year of experience in the operation of large automotive equipment; and graduation from high school or a General Equivalency Diploma (G.E.D); or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

The essential functions in the proposed amendment, incorporate duties and responsibilities of driving the Bookmobile to assigned locations, maintaining a clean and operable vehicle and providing routine maintenance or coordinating necessary repairs. Duties also include providing information about library policies and services while at the designated stops, assisting patrons, providing customer service, and assisting Library Technicians perform general circulation routines and other related administrative duties.

A review of the proposed job standard in comparison with the current standard and position description questionnaire submitted to our office was performed. Our findings show that the degree of complexity for the Bookmobile Driver position has slightly changed. The amendment to the nature of work and the additional requirement of one (1) year experience in administrative or clerical work justifies the increase in the Know-How of the position. The following is our recommended Hay Evaluation for the proposed amended Bookmobile Driver position:

FROM:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Bookmobile Driver	C I 1 100	B 2 19% 19	B N III 25	144	G

TO:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Bookmobile Driver	C I 2 115	C 2 19% 22	B N III 29	166	H

A review of the organizational structure was also necessary and as a result of the amendment, our office recommends the GPLS conduct an assessment to update to the Library Technician I and II positions to properly align these positions within the series. The Library Technician I and Library Technician II positions were established in July 1980 and also have not been updated since their creation.

This proposal will be posted on the DOA website for a period of 10 working days with a copy of the amendment being forwarded to the requesting department to be posted on their website. Upon approval, we will send approved notices to the media and different media companies. After the 10-day period has expired, the proposed job specification will be sent to the Director and the Governor for final approval.


Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1265 or 1123. *Dangko! na Agradesimiento!*



ROSEZETTE N.T. SANTOS

☒ Approved

☐ Disapproved



Michael W. Schniep, Acting
Assistant Personnel Services
Administrator, Human Resources



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

R. Arlene Santos
Acting Director

Sesteman Laibirihan Pubblekon Guåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



URGENT

August 22, 2019

MEMORANDUM

TO: Director, Department of Administration (DOA)

Via: Classification and Pay Division, DOA, Human Resources

FROM: Director, Guam Public Library Services (GPLS)

**SUBJECT: REQUEST TO AMEND AND UPDATE THE JOB STANDARD FOR THE
EMPLOYMENT POSITION OF BOOKMOBILE DRIVER**

Håfa adai! This memorandum serves to respectfully request your review, guidance and action of the following attachments for the employment position of Bookmobile Driver, GPLS:

1. Proposed amendment and update version of the DOA Job Standard; and
2. The Position Description that corresponds with the Job Standard.

The current occupant of this position is retiring on August 31, 2019, and we anticipate the activation of the Bookmobile Library Service within the next few months.

We hope to implement the approved updated versions of the documents listed for our next recruitment effort for the subject employment position.

Should you have any questions or require additional information, please contact Sandra Stanley, the Administrative Officer for GPLS.

Your expeditious action and favorable response is respectfully solicited.


R. Arlene Santos, Acting
Attachments



BOOKMOBILE DRIVER (PROPOSED)

9.537

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in paraprofessional circulation duties providing library services to the general public by facilitating the delivery of library materials and information in outlying areas with no immediate facilities available.

Employees in this class perform skilled work in the operation of a Bookmobile to assigned locations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Drives Bookmobile to and from assigned locations according to library services schedule; practices safe and defensive driving.

Assist patrons in locating materials or take requests for particular items.

Advise and/or recommend titles when appropriate.

Perform general circulation routines as appropriate; check-in, check-out, renewal of materials, process applications, and collection of fines or fees.

Inspects returned books for damage, verifies due-date and computes and receives overdue fines

Sort, shelve, and file various library materials accurately according to library classification systems

Provides information, responds to requests, and answers questions about library policies and services while at designated stops.

Provides routine reference information; refers non-routine questions to a Library Technician or supervisor



BOOKMOBILE DRIVER (PROPOSED)

9.537

Assist Library Technicians with general circulation routines as assigned

Rotate library materials; load and unload books and other material from the Bookmobile to keep the transported collection updated and current.

Conducts daily maintenance checks of Bookmobile and ensures vehicle is operational.

Maintains a daily checklist; log mileage, fuel consumption, and condition of vehicle.

Prepares weekly reports on mileage, diesel and oil usage

Coordinates routine maintenance and repair services of the Bookmobile

Perform related technical/ administrative duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the traffic laws, regulations and safe driving practices

Ability to interpret and apply library procedures, practices and software

Ability to rotate library books and other materials to keep collection current

Ability to sort, shelve and access materials in close quarters

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the operation of large automotive equipment

MINIMUM EXPERIENCE AND TRAINING:



**BOOKMOBILE DRIVER
(PROPOSED)**

9.537

- A. One (1) year of experience in administrative or clerical work, one (1) year of experience in the operation of large automotive equipment; and graduation from high school or a General Equivalency Diploma (G.E.D); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid Chauffeur's license

ESTABLISHED: MAY 2005
AMENDED: OCTOBER 2019
FLSA: NON-EXEMPT
PAYGRADE: H

HAY EVALUATION:	KNOW-HOW:	C I 2	115
	PROBLEM SOLVING:	C 2 (19%)	22
	ACCOUNTABILITY:	B N III	<u>29</u>
	TOTAL POINTS:		166

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration